

**\*\*[Your Name]\*\***

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**\*\*[Hiring Manager's Name]\*\***

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

1. **\*\*Introduction\*\***

- State the purpose of the letter
- Mention the positions you are applying for

2. **\*\*Body Paragraph 1: Relevant Experience\*\***

- Highlight key experiences and skills applicable to the first position
- Include specific achievements or projects

3. **\*\*Body Paragraph 2: Relevant Experience for Second Position\*\***

- Discuss how your background relates to the second position
- Provide examples that demonstrate your qualifications

4. **\*\*Body Paragraph 3: Additional Skills and Adaptability\*\***

- Mention transferable skills that are relevant to both positions
- Emphasize your adaptability and eagerness to learn

5. **\*\*Conclusion\*\***

- Express enthusiasm for the opportunities
- Offer to discuss your applications in more detail
- Thank the hiring manager for their consideration

Sincerely,

[Your Name]